



## State Bank Institute of Leadership, Kolkata

PLOT NO II F/2, STREET NO. 329,  
ACTION AREA III, NEWTOWN,  
KOLKATA 700 160

### Tender Notice for

SELECTION OF CONTRACTOR FOR MAINTENANCE OF GARDEN & LANDSCAPE  
IN THE PREMISES OF STATE BANK INSTITUTE OF LEADERSHIP (SBIL) KOLKATA  
CAMPUS

**Tender reference No: SBIL/2026-27/ 06 dated 10.09.2026**

**LINK: <https://sbi.bank.in/web/sbi-in-the-news/procurement-news>**

Last Date of submission of tender: **01.10.2026 up to 17:00 Hrs**

Name of the bidder M/s.....

| Tender ID                               | Circle                | Start Date             | End Date                       | Bid Opening Date                                                                                              | Tender Caption / Name / Subject                                                                      |
|-----------------------------------------|-----------------------|------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>SBIL/2026-27/06 dated 10.09.2026</b> | STU, Corporate Centre | 10.09.2026<br>10.00 AM | <b>01.10.2026<br/>05.00 PM</b> | <b>Technical Bid-<br/>03.10.2026<br/>03.00 PM</b><br><br><b>Financial Bid-<br/>08.10.2026<br/>at 3.00 P.M</b> | SELECTION OF CONTRACTOR FOR MAINTENANCE OF GARDEN & LANDSCAPE IN THE PREMISES OF SBIL KOLKATA CAMPUS |

**STATE BANK INSTITUTE OF LEADERSHIP, STREET NO. 329, PLOT NO II F/2,  
ACTION AREA III, NEWTOWN, KOLKATA 700160**

Phone No. 033-29861217, e-mail: [agmadmin.sbil@sbi.co.in](mailto:agmadmin.sbil@sbi.co.in) /  
[dgmadmin.sbil@sbi.co.in](mailto:dgmadmin.sbil@sbi.co.in)

State Bank Institute of Leadership (SBIL), an Apex Training Institute of State Bank of India invites Tender from eligible contractors based in Kolkata

**SELECTION OF ELIGIBLE CONTRACTOR FROM KOLKATA FOR MAINTENANCE  
OF GARDEN & LANDSCAPE IN THE PREMISES OF SBIL KOLKATA CAMPUS**

The application form, details of eligibility criteria etc. can be downloaded from the Bank's web-site [sbi.bank.in](http://sbi.bank.in) under “**Procurement News**”. Corrigendum, if any, shall be displayed on the aforesaid Bank's web-site only. Bank reserves the right to reject any or all the proposals without assigning any reasons thereof. Bank will not be liable for the postal or any other delay and the offer(s) not received within the stipulated timeframe will be rejected summarily.

**Last date of submission of Tender: 01.10.2026 up to 17.00 hours**

**Place: Kolkata**  
**Date: 10.09.2026**

**AGM (Administration)**  
**SBIL, Kolkata**

## 1.NOTICE INVITING TENDER

### SELECTION OF ELIGIBLE CONTRACTOR FROM KOLKATA FOR MAINTENANCE OF GARDEN & LANDSCAPE IN THE PREMISES OF SBIL KOLKATA CAMPUS

|    |                                                           |                                                                                                                                                                                                                                                                                                                                                  |
|----|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | NAME OF WORK                                              | Systematic development, upkeep, beautification and professional maintenance of all gardens, lawns, landscaped areas, ornamental plants, trees, hedges, shrubs, indoor plants and other horticultural assets within the SBIL office campus.                                                                                                       |
| 2. | EARNEST MONEY DEPOSIT(EMD)                                | <b>₹ 50,000 (Rupees Fifty thousand Only)</b> in the form of Demand Draft issued by any Scheduled Bank drawn in favour of “ <b>State Bank Institute of Leadership</b> ” payable at Kolkata. (EMD will be refunded to all except the successful bidder. Tender Documents not accompanied by the EMD and Tender Processing Fee will be rejected). * |
| 3. | SECURITY DEPOSIT.                                         | <b>₹ 1,50,000/- (Rupees One lac fifty thousand only)</b> in the form of a Performance Bank Guarantee (PBG) issued by any Nationalised/ Scheduled Commercial Bank in India favouring “ <b>State Bank Institute of Leadership</b> ” as per format provided by the Bank.                                                                            |
| 4. | TENDER PROCESSING FEE (TPF)                               | <b>₹ 5,000/- (Rupees Five Thousand only - Non-Refundable)</b> in the form of Banker's Cheque / Demand Draft issued by any nationalised / scheduled Bank favouring “ <b>State Bank Institute of Leadership</b> ” payable at Kolkata. *                                                                                                            |
| 5. | DATE FOR AVAILABILITY OF TENDER DOCCUMENT ON THE WEB SITE | From 10.09.2026 to 01.10.2026 which can be downloaded from Bank's website sbi.bank.in under “Procurement News” and Tender Wizard Portal.                                                                                                                                                                                                         |
| 6. | ADDRESS AT WHICH THE TENDERS ARE TO BE SUBMITTED          | Assistant General Manager (Administration),<br>State Bank Institute of Leadership,<br>Ashoka Bhawan (Admin Block), 2 <sup>nd</sup> Floor,<br>Plot No. II F/2, Street No. 329,<br>Newtown Action Area III, Rajarhat,<br>Kolkata 700 160<br>West Bengal                                                                                            |
| 7. | LAST DATE & TIME OF RECEIPT OF TENDERS                    | 01.10.2026 up to 5.00 p.m.                                                                                                                                                                                                                                                                                                                       |
| 8. | PRE-BID MEETING                                           | 17.09.2026 AT 3.00 P.M at                                                                                                                                                                                                                                                                                                                        |

|     |                                                   |                                                                                                                                                                                                                           |
|-----|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                   | State Bank Institute of Leadership,<br>Ashoka Bhawan (Admin Block), 2 <sup>nd</sup> Floor,<br>Plot No. II F/2, Street No. 329,<br>Newtown Action Area III, Rajarhat,<br>Kolkata 700160<br>West Bengal                     |
| 9.  | <b>DATE AND TIME OF<br/>OPENING TECHNICAL BID</b> | 03.10.2026 at 03.00 p.m.                                                                                                                                                                                                  |
| 10. | <b>PLACE OF OPENING<br/>TECHNICAL BID</b>         | State Bank Institute of Leadership, Ashoka Bhawan<br>(Admin Block), 2 <sup>nd</sup> Floor, Plot No. II F/2, Street No. 329,<br>Newtown Action Area III, Rajarhat, Kolkata 700160.                                         |
| 11. | <b>DATE AND TIME OF<br/>OPENING FINANCIAL BID</b> | 08.10.2026 at 3.00 p.m                                                                                                                                                                                                    |
| 12. | <b>COMMENCEMENT OF<br/>WORK</b>                   | 01.11.2026                                                                                                                                                                                                                |
| 13. | <b>PENALTY</b>                                    | As per terms and conditions of the Tender Document                                                                                                                                                                        |
| 14. | <b>INSURANCE</b>                                  | As per Tender Document                                                                                                                                                                                                    |
| 15. | <b>WORKING SCHEDULE</b>                           | In consultation with SBIL, Kolkata.                                                                                                                                                                                       |
| 16. | <b>CONTACT PERSON</b>                             | Shri R. Badruddin<br>Assistant General Manager(Administration)<br>State Bank Institute of Leadership, Newtown, Kolkata<br><a href="mailto:agmadmin.sbil@sbi.co.in">Email-agmadmin.sbil@sbi.co.in</a><br>Mobile-7596809057 |

**\* (For MSME vendor(s) in possession of proper certificate issued by the appropriate authority, provisions of EMD and Tender Processing Fees will be governed by the applicable GOI orders)**

**IN CASE THE DATE OF OPENING OF TENDERS IS DECLARED AS A HOLIDAY, THE TENDERS WILL BE OPENED ON THE NEXT WORKING DAY AT THE SAME TIME.**

**SBIL KOLKATA RESERVES THE RIGHT TO ACCEPT/REJECT ANY/ALL TENDER WITHOUT ASSIGNING ANY REASON.**

AGM(Administration)  
SBIL, Kolkata

## **2. TENDER SCHEDULE**

Availability of Tender document  
In Bank's web site: 10.09.2026 to 01.10.2026.

Pre-Bid Meeting: **Pre- Bid Meeting on 17.09.2026 at 3.00 pm at 2<sup>nd</sup> Floor, State Bank Institute of Leadership, Ashoka Bhawan (Admin Block), Plot No. III F/2, Street No. 329, Newtown Action Area III, Rajarhat, Kolkata 700160.**

Date and time for submission of tender: 01.10.2026 up to 17:00 Hrs

Date and time of opening of Technical Bid: 03.10.2026 at 3.00 PM.

Date and time of opening Financial Bid: 08.10.2026 at 3.00 PM.

Address for Communication: The Assistant General Manager  
(Administration)  
State Bank Institute of Leadership,  
Ashoka Bhawan (Admin Block), Plot No. II F/2,  
Street No. 329, Newtown Action Area III,  
Rajarhat, Kolkata 700160

AGM(Administration),  
SBIL, Kolkata

### **3. ELIGIBILITY CRITERIA**

State Bank Institute of Leadership (SBIL), Kolkata, an Apex Training Institute of State Bank of India intends to select Contractors/ Service Provider for Systematic development, upkeep, beautification and professional maintenance of all gardens, lawns, landscaped areas, ornamental plants, trees, hedges, shrubs, indoor plants and other horticultural assets within the SBIL office campus from reputed licensed entities/ organization based in Kolkata having sound financial capacity, required experience / expertise, for rendering the above services subject to their complying or agreeing to comply with the following terms and conditions.

| <b>SI</b> | <b>Criteria</b>                                                                                                                                                  | <b>Documentary Evidence</b>                                                           | <b>Result</b> |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------|
| 1         | The bidder should have been in the business of horticulture/ gardening/ landscape maintenance services for at least 3 years as on the date of submission of bid. | Certificate of Incorporation / Registration, GST registration, work orders/agreements | Pass/Fail     |
| 2         | The bidder should have successfully completed/been executing at least [2] similar horticulture/gardening maintenance contracts during the last 5 years           | Work Orders/ Agreements and Completion/Performance Certificates                       | Pass/Fail     |
| 3         | The bidder should have executed similar work of prescribed minimum value during the last 5 years                                                                 | Work Order and Completion/Performance Certificate                                     | Pass/Fail     |
| 4         | The bidder should have valid PAN and GST Registration with Kolkata/ WB address                                                                                   | Copies of PAN and GST Certificate                                                     | Pass/Fail     |
| 5         | The bidder should comply with all applicable labour laws and statutory requirements, including EPF/ESI, wherever applicable.                                     | Relevant registrations/ declarations                                                  | Pass/Fail     |
| 6         | The bidder should not have been blacklisted/debarred by any Government Department, PSU, Bank or reputed organisation as on the date of submission of the bid.    | Self-declaration on bidder's letterhead                                               | Pass/Fail     |
| 7         | The bidder shall have adequate manpower, supervisory personnel, tools and equipment required for satisfactory execution of the work.                             | Undertaking and details in prescribed format                                          | Pass/Fail     |

**Note:** Failure to satisfy any of the above mandatory conditions may render the bid liable for rejection without further evaluation.

## **4. SCOPE OF WORK/ SERVICE FOR HORTICULTURE & LANDSCAPING SERVICES**

### **1. Objective**

The objective of the contract is to ensure the **systematic development, upkeep, beautification and professional maintenance of all gardens, lawns, landscaped areas, ornamental plants, trees, hedges, shrubs, indoor plants and other horticultural assets** within the Institute campus.

The contractor shall maintain the campus in a clean, aesthetically pleasing, healthy, green and well-manicured condition throughout the year, suitable for a premier executive education and residential training institution.

The work shall include providing manpower, supervision, horticultural expertise, tools, equipment, consumables, manure, fertilizers, pesticides, plant material and other inputs as specified in the tender.

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### **2. Broad Scope of Services**

The contractor shall be responsible for:

1. Maintenance of lawns and grass areas.
2. Maintenance of flower beds and ornamental gardens.
3. Maintenance of trees, shrubs, hedges and bushes.
4. Maintenance of avenue plantations and boundary plantations.
5. Maintenance of potted and indoor plants.
6. Seasonal flower plantation and replacement.
7. Nursery development and plant propagation, wherever required.
8. Pruning, trimming, shaping and training of plants.
9. Weeding and removal of unwanted vegetation.
10. Soil preparation and conditioning.
11. Application of manure, compost and fertilizers.
12. Pest, disease and weed management.
13. Irrigation and watering.
14. Operation and routine maintenance of irrigation systems.
15. Lawn mowing and edging.

16. Leaf litter collection and removal.
  17. Maintenance of planters, pots and decorative plant containers.
  18. Tree plantation and transplantation, wherever required.
  19. Replacement of dead/damaged plants.
  20. Seasonal landscaping and beautification.
  21. Maintenance of green areas around buildings, pathways, parking areas and other common spaces.
  22. Garden waste management and composting, wherever feasible.
  23. Preparation and implementation of an annual horticulture maintenance plan.
  24. Any other horticultural work necessary for maintaining the campus landscape to the satisfaction of the Institute.
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### **3. Detailed Work Requirements**

#### **A. Lawn Maintenance**

The contractor shall:

- Regularly mow lawns to maintain an appropriate and uniform height.
- Carry out lawn edging along pathways, kerbs and flower beds.
- Remove weeds from lawns.
- Carry out aeration, scarification and de-thatching wherever necessary.
- Undertake top dressing with suitable soil/sand/compost.
- Apply fertilizers and micronutrients as required.
- Undertake gap filling and re-turfing of damaged areas.
- Control lawn pests and diseases.
- Ensure uniform watering.
- Maintain proper drainage and prevent waterlogging.
- Restore damaged lawns promptly after events or heavy usage.

**Indicative mowing frequency:** once every 7–15 days during active growth, subject to weather and grass variety.

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## **B. Flower Beds and Ornamental Gardens**

The contractor shall:

- Prepare flower beds before each season.
- Supply and plant seasonal flowering plants.
- Maintain perennial flowering plants.
- Remove spent flowers and dead foliage.
- Carry out pinching, staking and training where necessary.
- Replace unhealthy or dead plants.
- Maintain colour combinations and aesthetic arrangements as approved by the Institute.
- Ensure that flower beds remain free from weeds and litter.

The contractor shall prepare a **seasonal plantation plan** covering at least:

- Winter season
- Summer season
- Monsoon season

The plan shall indicate proposed species, quantities and locations.

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## **C. Trees, Shrubs and Hedges maintenance**

The contractor shall undertake:

- Regular pruning and shaping.
- Removal of dead, diseased and dangerous branches.
- Hedge trimming.
- Crown management wherever technically appropriate.
- Removal of unwanted suckers.
- Tree basin maintenance.
- Manuring and fertilization.
- Pest and disease management.
- Soil loosening around trees.
- Mulching.
- Tree staking/support wherever required.

**Important:** Major tree cutting, removal or transplantation shall be undertaken only with prior written approval of the Institute and in accordance with applicable statutory requirements.

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#### 4. Planting and Replacement

The contractor shall maintain the plant population specified by the Institute.

Dead, diseased or damaged plants shall be replaced within the stipulated period, normally **within 7 days of identification**, depending upon seasonal availability.

Replacement plants shall:

- Be healthy and disease-free.
  - Be of appropriate age and size.
  - Be suitable for the local climatic conditions.
  - Match the existing landscape design.
  - Be approved by the Institute before large-scale plantation.
- 

#### 5. Indoor Plants

The contractor shall maintain indoor plants located in:

- Reception areas
- Training rooms
- Executive lounges
- Corridors
- Offices
- Dining areas
- Conference rooms
- Guest accommodation/common areas

The work shall include:

- Watering / Cleaning/wiping leaves / Pruning / Repotting / Soil replacement / Fertilization / Pest control / Replacement of dead plants / Maintenance of decorative planters. Indoor plants shall be maintained in a **fresh, healthy and presentable condition at all times**.
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#### 6. Irrigation and Water Management

The contractor shall be responsible for:

- Regular watering of lawns, flower beds, trees and plants.
- Operation of irrigation systems.
- Identification and reporting of leakages.
- Prevention of overwatering and water wastage.
- Adjusting watering schedules according to season and rainfall.
- Ensuring that plants receive adequate water during periods of high temperature.

Where feasible, the contractor shall recommend **water-efficient irrigation practices**, including drip irrigation and sprinkler systems.

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## 7. Fertilizers, Manure and Soil Management

The contractor shall undertake:

- Application of organic manure.
- Application of compost/vermicompost.
- Application of fertilizers.
- Micronutrient application.
- Soil loosening.
- Soil replacement where required.
- Mulching.
- Improvement of soil fertility.
- Soil pH correction wherever required.

The contractor shall maintain records of:

- Type of fertilizer/manure used / Quantity / Date of application / Area/plants treated

The Institute may prescribe organic or environmentally preferable alternatives wherever appropriate.

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## 8. Pest and Disease Management

The contractor shall regularly inspect plants for:

- Insects
- Fungal infections
- Bacterial diseases

- Root diseases
- Termite attack
- Aphids
- Mealy bugs
- Caterpillars
- Other common horticultural pests

Integrated Pest Management (**IPM**) principles shall be followed wherever practicable.

Chemical pesticides shall:

- Be used only when necessary.
- Be approved by the Institute.
- Be applied strictly as per manufacturer's instructions.
- Not be applied during programmes/events where there is a risk to participants.
- Be handled by trained personnel using appropriate PPE.

The contractor shall maintain a **pesticide application register**.

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## 9. Weeding and Cleaning

All landscaped areas shall be maintained free from:

- Unwanted weeds
- Fallen leaves
- Dry branches
- Dead plants
- Garden waste
- Plastic and other litter

Garden waste shall be collected regularly and disposed of at designated locations.

Where feasible, the contractor should facilitate **composting of biodegradable garden waste** within the campus.

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## 10. Seasonal Landscaping and Beautification

The contractor shall support the Institute in enhancing the visual appeal of the campus during:

- Major institutional events

- VIP visits
- Executive programmes
- Conferences
- Annual functions
- National/international events
- Important institutional occasions

This may include:

- Additional flower arrangements
  - Temporary planters
  - Decorative plants
  - Seasonal displays
  - Lawn restoration
  - Pruning and shaping
  - Special cleaning of landscaped areas.
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## **11. Nursery / Plant Propagation**

For the nursery available within the campus, the contractor shall maintain it for:

- Propagation of plants
- Raising seasonal flowers
- Growing saplings
- Maintaining replacement stock
- Compost preparation
- Hardening of plants

The contractor shall endeavour to maintain a **minimum reserve stock of commonly used plants**, as mutually agreed with the Institute.

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## **12. Garden Infrastructure**

The contractor shall undertake routine maintenance of:

- Garden edging
- Tree guards

- Plant supports
- Planters
- Pots
- Trellises
- Garden borders
- Small garden structures
- Medicinal and aromatic plants

Any major civil/electrical/plumbing repair shall be reported to the Institute and shall be undertaken only if specifically included/approved.

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### 13. Manpower Requirements

The contractor shall deploy trained manpower, as listed below, to ensure the required level of maintenance.

| Position                                     | Qualification                                                                     | Experience |
|----------------------------------------------|-----------------------------------------------------------------------------------|------------|
| Horticulture Manager x 1<br>(Highly skilled) | Diploma/Degree in Horticulture/ Agriculture/ Floriculture/ Landscape Horticulture | 3-5 Years  |
| Gardener – Supervisor x 2<br>(Skilled)       | Certificate/Diploma in Horticulture/Gardening or equivalent practical training    | 3 Years    |
| Mali/Assistant Gardener x 7<br>(Unskilled)   | Minimum Class VIII + practical gardening experience                               | 1-2 Years  |

### 14. Desirable Experience for Horticulturist / Supervisor

- Experience in maintaining institutional, corporate, hotel, educational or large residential campuses.
  - Knowledge of turf management.
  - Knowledge of ornamental horticulture.
  - Knowledge of pest and disease management.
  - Knowledge of irrigation systems.
  - Experience in landscape planning.
  - Computer literacy for preparing maintenance reports.
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## **15. Contractor's Eligibility Criteria [ Details as per the Technical Evaluation Criteria]**

### **A. Experience**

The bidder should have successfully completed horticulture/landscape maintenance work for at least **3 years**.

### **B. Similar Work Experience**

The bidder should have experience in maintaining at least **one institutional/corporate/educational/hotel/residential campus** of repute, preference will be given to similar work experience in any Govt./PSU/listed Private Corporate firm.

The bidder should have experience in providing horticulture/landscape maintenance services, including at least two completed/ongoing contracts involving a minimum landscaped area of 40000 sq. metres.

### **C. Similar Contract Value**

The bidder should have completed:

- One similar work of at least **80% of estimated annual contract value ( ₹ 19.00 Lac per annum ) , or**
- Two similar works of at least **50% each, or**
- Three similar works of at least **40% each.**

**D.** The bidder must have a fully operational office in Kolkata/West Bengal supported by relevant GSTIN and other documentary evidence.

**E.** The bidder must have the afore-mentioned manpower resources along with relevant qualification.

### **F. Statutory Compliance**

The contractor should possess, as applicable:

- PAN
  - GST registration
  - EPF registration
  - ESI registration
  - Labour licence/registration wherever applicable
  - Registration under applicable labour laws
  - Valid bank account
  - Income-tax returns/financial documents as prescribed in the tender.
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## 16. Uniform and Safety

All deployed personnel shall:

- Wear prescribed uniform. (Uniform to be provided by the bidder)
- Carry valid identification cards. (to be issued by the bidder)
- Wear appropriate footwear. (to be provided by the bidder)
- Use PPE while handling pesticides/fertilizers and operating machinery. (to be provided by the bidder)
- Follow all Institute safety instructions.
- Maintain professional conduct within the campus.

The contractor shall be responsible for training personnel in safe use of machinery, chemicals, and tools.

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## 17. Attendance and Supervision

The contractor shall maintain:

- Daily attendance register.
- Deployment register.
- Work allocation register.
- Horticultural activity register.
- Fertilizer/manure application register.
- Pest-control register.
- Equipment maintenance register.

The Institute may require attendance through a **biometric/QR-based system or other digital attendance mechanism**.

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## 18. Monthly Horticulture Report

The contractor shall submit a monthly report containing:

1. Manpower deployed.
2. Major activities undertaken.
3. Plantation/replacement undertaken.
4. Fertilizers/manure used.

5. Pest-control activities.
  6. Lawn maintenance activities.
  7. Tree pruning undertaken.
  8. Irrigation issues.
  9. Plant mortality.
  10. Garden waste generated.
  11. Complaints received and resolved.
  12. Photographs of major activities.
  13. Recommendations for the following month.
- 

## **19. Annual Horticulture Plan**

Within **30 days of commencement**, the contractor shall submit an Annual Horticulture Management Plan covering:

- Existing landscape assessment
- Plant inventory
- Tree inventory
- Lawn inventory
- Seasonal plantation calendar
- Fertilizer calendar
- Pest-control calendar
- Pruning schedule
- Irrigation schedule
- Replacement plan
- Beautification proposals
- Water conservation measures
- Composting/waste management plan.

The plan shall be approved by the Institute.

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## **20. Plant Inventory and Asset Register**

The contractor shall prepare and maintain a digital inventory containing:

- Tree species
- Approximate age/size, where available
- Location
- Shrub varieties
- Flowering plants
- Indoor plants
- Lawn areas
- Planters
- Irrigation infrastructure

The inventory should be updated periodically.

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## **21. Quality Standards**

The Institute shall have the right to inspect the horticultural work at any time.

The contractor shall ensure that:

- Lawns are evenly maintained.
  - Hedges are properly shaped.
  - Flower beds are aesthetically arranged.
  - Plants are healthy.
  - Paths are free from garden waste.
  - Trees are appropriately pruned.
  - There is no indiscriminate pesticide application.
  - Dead plants are promptly replaced.
  - Campus landscaping remains suitable for VIP/executive visits and institutional events.
- 

## **22. Environmental Sustainability**

The contractor shall promote sustainable horticultural practices, including:

- Organic manure and composting.
- Reduction in chemical pesticide use.
- Water conservation.

- Use of native/adapted plant species.
- Rainwater utilisation wherever possible.
- Mulching.
- Garden-waste composting.
- Avoidance of unnecessary plastic.
- Reuse of plant containers where feasible.

The contractor should submit at least **two improvement proposals annually** for enhancing the sustainability of campus landscaping.

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### **23. Prohibited Practices**

The contractor shall not:

- Remove any tree without written permission.
  - Undertake major pruning without approval.
  - Use banned/restricted pesticides.
  - Burn garden waste within the campus.
  - Dump garden waste in unauthorised areas.
  - Damage underground utilities while undertaking horticultural work.
  - Use untrained personnel for hazardous operations.
  - Leave tools/equipment unattended in public areas.
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### **24. Contract Period**

**Two years**, extendable after the culmination of the first year, subject to satisfactory performance review and applicable procurement provisions.

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## **5.SUBMISSION OF TENDER**

The Tender documents are to be downloaded from Bank's website "**<https://sbi.bank.in>**" under "**Procurement News**" or **<https://tenderwizard.com/SBIENTENDER>**.

No fee is payable for the Tender Documents. Tender documents will be available on the Bank's website (**<https://sbi.bank.in>** under "**Procurement News**) up to 01.10.2026.

### **SUBMISSION OF TENDER THROUGH E-TENDER PROCESS IS MANDATORY**

The applicant may additionally submit the hard copies of the documents in Envelopes as under. However, only submission of hard copies of documents will disqualify the bid for the Tender process.

#### **(A) Envelope One (Technical Bid-Appendix-A)**

The sealed envelope should be super-scribed with the word "**TECHNICAL BID FOR SELECTION OF CONTRACTOR FOR MAINTENANCE OF GARDEN & LANDSCAPE IN THE PREMISES OF STATE BANK INSTITUTE OF LEADERSHIP (SBIL) KOLKATA CAMPUS**".

Technical Bid should have the name of the firm/Company on the envelope. The envelope should contain the following documents/papers:

- (i) Application Form cum Undertaking as per **Annexure-I**
- (ii) Bio-Data of the Partners/Directors/ Proprietor as per **Annexure-II**
- (iii) Past experience, order value with supported documents as per **Annexure-III**
- (iv) Details of gardening/ horticulture work completed/ in hand as per **Annexure-IV**
- (v) Declaration of Near relatives of SBI Employees as per **Annexure-V**
- (vi) Audited Balance Sheet as at 31.03.2023, 31.03.2024 & 31.03.2025, if Audited Balance Sheet as at 31.03.2026 is available then Balance Sheet as of 31.03.2024, 31.03.2025 & 31.03.2026 need to be submitted.
- (vii) Certificate of Incorporation, Memorandum & Articles of Association in case the Contractor/ bidder is a Company.
- (viii) Certificate of Registration under GST
- (ix) Certificate of Registration under West Bengal Shops & Establishment Act
- (x) Income Tax Assessment copies for the last three financial years ending (31.03.2023,31.03.2024 and 31.03.2025) or (31.03.2024,31.03.2025 & 31.03.2026)

- (xi) Earnest Money Deposit of Rs.50,000/- (Rupees Fifty thousand only) and Tender Processing Fee of Rs. 5,000/- (Rupees Five Thousand only) by way of two separate Demand Drafts in favour of 'State Bank Institute of Leadership drawn on any branch of State Bank of India in Kolkata.

### **(B) Envelope Two (Financial Bid)**

The sealed envelope should be super-scribed with the word **“FINANCIAL BID FOR SELECTION OF CONTRACTOR FOR MAINTENANCE OF GARDEN & LANDSCAPE IN THE PREMISES OF STATE BANK INSTITUTE OF LEADERSHIP (SBIL) KOLKATA CAMPUS ”**. The names of the firm/Company must be written on the envelope. The envelope should have the following documents.

### **“Financial Bid as per Appendix-B”**

### **(C) Envelope Three**

(i) The third sealed envelope should contain both the above envelopes, i.e “Sealed Envelope 1 for Technical Bid” and “Sealed Envelope 2 for Financial Bid” and super-scribed as Tender documents for **“SELECTION OF CONTRACTOR FOR MAINTENANCE OF GARDEN & LANDSCAPE IN THE PREMISES OF STATE BANK INSTITUTE OF LEADERSHIP (SBIL) KOLKATA CAMPUS ”**. The names of the firm/Company must be written on the envelope.

(ii) Envelope Three will be opened first and thereafter the Envelope One, containing Technical Bid will be opened **on 03.10.2026 at 3.00 p.m. at SBIL, 2<sup>nd</sup> Floor, Plot No. II, F/2, Street No. 329, Newtown Action Area III, Rajarhat, Kolkata 700160** in presence of Bidders / authorized representatives of the bidders who choose to be present thereat. No separate notice will be given by SBIL in this regard. However, in the event of any change in the schedule the same will be informed to the bidders only through email. For this purpose, Email address as provided by the bidders in the application form will be used. The authorized representatives should bring necessary authority letters under an official letter head of the tenderers conferring full and comprehensive authority to deal with all matters relating to the tenders. If the date of Tender opening happens to be a holiday, the Tender will be opened on the next working day at the stipulated time and place.

(iii) The Technical Bid will be opened first on 03.10.2026 and evaluated as **per Appendix-A. The selection criteria will be on the basis of marks secured in various parameters as per the Appendix - A.**

(iv) Financial Bids of all the bidders will be opened on 08.10.2026.

Only such bidders who are found eligible as per the eligibility criteria ( Main Point No. 3) in the Technical Bid will be intimated by e-mail and they or their representative may remain present at the time of opening of the Financial Bid. The authorized representatives should bring necessary authority letters under an official letter head of the tenderers conferring full and comprehensive authority to deal with all matters relating to the tenders.

(v) The Technical Bid will be of 70 marks and Financial Bid will be of 30 marks. The final scoring will be arrived at by adding Technical score secured by the bidder (out of 70) and the Financial bid score secured by the bidder (out of 30) as per Appendix-D. The bidder scoring highest total mark will be selected for the job.

(vi) In the event of a tie of overall marks between two / amongst more than two bidders, bidder scoring higher in Technical Bid will be the successful bidder.

## **(6) TERMS AND CONDITIONS**

- (i) The Tender documents are not transferable.
- (ii) Any Consortium Agreements/Joint Ventures and MOU will not be considered for the above purpose.
- (iii) Sub-contracting shall not be permitted.
- (iv) The successful bidder should be in complete readiness to commence the job from 1<sup>st</sup> of November 2026. The successful bidder will be intimated 7 days before commencement of services.
- (v) In case any cartel formation is suspected, SBIL reserves the right to reject any or all the Tenders with the exclusion of the rest without assigning reasons thereof.
- (vi) The Courts in Kolkata, West Bengal alone shall have the jurisdiction in respect of any or all matters relating to or connected with the Tender.
- (vii) The tenderer must obtain for himself at his own responsibility and expenses, all the information/documents including approvals, permissions, to enable them to enter into contract with the Bank, they must examine the specifications, conditions and seek whatever clarification they desire before submitting the tender documents.
- (viii) The tenderer shall also bear all expenses in connection with the preparation and submission of the tender. Omission, neglect or failure on the part of the tenderer to furnish requisite, reliable and full information on any matter affecting his tender, the contract and supply, shall not relieve the tenderer whose tender is accepted from any liability under the contract.
- (ix) If any tenderer withdraws the tender after submission or makes any modifications to the tender which are not acceptable to the Bank, the tender will be treated as having been rejected or abandoned or rescinded.
- (x) Final award of the contract will be subject to the approval of the Competent Authority.
- (xi) SBIL / SBI does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason.
- (xii) The applicant shall not have any right to participate in the Financial bidding merely on satisfying the above eligibility criteria or on being found suitable to apply for tender documents.
- (xiii) The applicant must not have been prosecuted or suffered any penalty for violation of any labour laws by any Labour Authority / Statutory Authority / Court of Law.

- (xiv) The applicant should not be a sub-vendor to any other entity or person nor has at any time sub-let the tour/ contract awarded to the applicant to any other person.
- (xv) The applicant should not have formed / part of any cartel at any time for processing any contract including the present tender.
- (xvi) SBIL will not be responsible in any manner for the postal delay/loss/non-receipt of tender application/documents or non-availability of access to Bank's website.
- (xvii) SBIL reserves the right to reject all or any of the bids without assigning any reason therefor.

#### 6.1 SCHEDULE OF TENDERING PROCESS:

| Sl. No. | Particulars                                                          | Date & Time                   |
|---------|----------------------------------------------------------------------|-------------------------------|
| 1       | Last date of availability of tender document on the Bank's web site. | 01.10.2026 up to 5 PM         |
| 2       | Pre-Bid Meeting with prospective Bidders                             | 17.09.2026 at 3.00 PM at SBIL |
| 3       | Closing Date for submission of Tender Documents                      | 01.10.2026 at 5 PM            |
| 4       | Opening of Technical Bid                                             | 03.10.2026 at 3 PM            |
| 5       | Opening of Financial Bid                                             | 08.10.2026 at 3 PM            |

#### 6.2 SECURITY DEPOSIT:

(i) **₹ 1,50,000/- (Rupees One lac fifty thousand only)** in the form of a Performance Bank Guarantee (PBG) issued by any Nationalised/ Scheduled Commercial Bank in India favouring **"State Bank Institute of Leadership"** as per format provided by the Bank

Bank may accept the security deposit in the form of a Bank deposit in case of any difficulty in submitting the Bank Guarantee by the successful bidder. In that case an amount of Rs.1,50,000/- (Rupees One lac fifty thousand only) as Security Deposit with the Bank for due fulfilment and performance of Contract will be taken. The Security Deposit shall be held in Special Term Deposit with the State Bank of India, for a period of 27 months, on which lien will be noted by the Bank and the original deposit receipt will be kept in the custody of the Bank.

A format for BG is attached as per **APPENDIX-C**

The Special Term Deposit/ Performance Bank Guarantee is required to protect the interest of the Bank against the risk of non-performance of the successful bidder or breach of performance of the conditions of the contract which may warrant encashment of the Special Term Deposit or Invocation of the Performance Bank Guarantee. Also, if any act of the Vendor results in imposition of liquidated damage the Bank reserves the right to encash the Term Deposit/ invoke the performance BG.

The Security Deposit will be returned to the vendor after three months from the date of expiry of the contract, provided there are no defects or loss or damage caused to the Bank and other terms and conditions are fulfilled by the vendor to the satisfaction of the Bank and all the dues to the Bank and all other statutory liabilities under any law or statute otherwise arising out of or in connection with or in respect of the services rendered by the vendors are settled.

### **6.3 CONTRACT AGREEMENT:**

The vendor shall bear all the costs and expenses and Stamp duty in respect of all the Agreements that may be entered into with the Bank to give effect to this arrangement.

### **6.4 VALIDITY OF THE CONTRACT**

The contract will be for a period of 2 years subject to review at the expiry of 1 year at the sole discretion of SBIL. However, Bank may terminate the agreement with the vendor any time by giving 1 month's prior notice, or the vendor may terminate the agreement by giving 3 months' prior notice to the Bank.

### **6.5 TERMS OF PAYMENT**

The vendor shall submit the bill to the AGM (Administration), SBIL, Kolkata within 7 days of completion of the month for payment. No advance payment shall be made under any circumstances.

### **6.6 RATES**

- a) The Rates quoted should be inclusive of all taxes, duties, freight, labour charge, profit & overhead etc. excluding GST and Bank shall not entertain any claim on these accounts or any other accounts afterwards.
- b) The statutory dues, if any, including Income Tax, Sales Tax, or under any Local Acts, etc which are liable to be payable by the contractor under the law but not paid, shall be set-off against the bills raised by the contractor or from the security deposits.

- c) There will be no change in the quoted amount under any circumstances during the contract period.
- d) By accepting the work order from the Bank, the vendor shall assume all responsibility to indemnify the Bank in case of any damage or loss caused to the Bank. The Bank shall be entitled to deduct the amount of such loss or damage from the amount payable to the vendor or from the Security Deposits / Bank Guarantee available with the Bank.

## **6.7 LIQUIDATED DAMAGES:**

SBIL reserves its sole right and authority to define and ascertain deficiencies in services. Penal provisions for deficiencies in services rendered by the vendor will be as follows:

- (a) (i) On the 1<sup>st</sup> instance of any deficiency in services on the part of the vendor and detected by the SBIL, the vendor may be suitably warned through any acceptable mode of communication (email, letter etc.). However, depending upon the severity of the case suitable penalty may be imposed by SBIL without prejudice to the other rights and remedies including the termination of the contract.
- (a) (ii) From next occasion of any deficiency in services on the part of the vendor, liquidated damages of Rs.10000/- (Rupees Ten Thousand) per instance may be imposed by the SBIL without prejudice to the other rights and remedies including the termination of the contract.
- (a) (iii) In the event of recurrence of any particular deficiency in services on the part of the vendor, liquidated damages of Rs. 20000/- (Rupees Twenty Thousand) per instance may be imposed by the SBIL without prejudice to the other rights and remedies including the termination of the contract.
- b) The penalty thus imposed may be recovered by SBIL through liquidation of the Security Deposits / invocation of BG held by the Bank without prejudice to their other rights and remedies including the termination of the contract.
- c) In the unlikely event of war, law and order problems or natural disasters and special events, service commitment may get altered as per decision of the SBIL.

## **6.8 PERMITS, LAWS, AND REGULATIONS:**

The vendor should possess and renew, whenever warranted, for the entire duration of the contract, all licences and registrations as may be required under any law for carrying out the designated job.

## **6.9 TAXES**

The vendor shall alone bear all the taxes, rates, charges, levies or claims whatsoever as may be imposed or levied by the State/Central Government(s) or any local body or authority for and in connection with rendering of the services except GST as applicable.

## **6.10 INSURANCE:**

The Vendor shall arrange for the Group Insurance Policy for adequate amount for its employees deputed at SBIL to cover for any accidental death/Injury of any of its employees.

## **6.11 ASSIGNMENT AND SUBLETTING:**

The Vendor shall not assign or sublet the benefits of this contract to any person or entity and in the event of any violation or breach thereof, the Bank may at its discretion but without prejudice to its other rights and remedies terminate this contract forthwith.

## **6.12 PAYMENTS:**

(i) The Vendor will submit the bills for the services rendered, at the end of each month to the authorized officer. The payments will be made within 7 working days from the date of submission of Invoice, subject to the condition that the vendor has cleared/paid all his statutory dues, Taxes, levies, etc. as required to be paid/payable by him under any law for the time being in force and has produced all the related documents like copies of documents/challans evidencing such payments.

(ii) The Bank further reserves right to delete or reduce any item or sanction of the bills before effecting payment in case any complaints regarding quality of services, inefficient service, non-adherence to agreed quality of materials or services, without assigning any reason whatsoever and no claim will be entertained in this regard.

(iii) The rates quoted in the tender is fixed and no additional claim will be entertained during the entire contractual period.

(iv) No advance payment of any kind shall be made.

#### **6.13 TERMINATION OF CONTRACT:**

The contract shall be for a period of 2 year from the date of commencement of the contract subject to review after 1 year and subject to satisfactory performance. The contract shall be terminated on the expiry of the contract period of 2 years. The contract may be terminated prior to expiry of the contract period also at any point of time by the Bank by giving one month notice to the vendor. The vendor may also terminate the contract at any point of time, only after giving three months prior notice to SBIL, Kolkata. If the contract is terminated as stated above the vendor shall be entitled to the payment up to the date of termination for the work already performed.

#### **6.14 SETTLEMENT OF DISPUTES:**

- (i) All questions relating to the performance of the obligations under this agreement and the quality of services and all the disputes and differences which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof shall be referred to The Assistant General Manager (Admin), State Bank Institute of Leadership, Plot No. II, F/2, Newtown Action Area III, Rajarhat, Kolkata 700160, whose decision shall be final, conclusive and binding on the vendor.
- (ii) Any indulgence, forbearance, or waiver, granted or shown or made on the part of the Bank / SBIL will not prejudice its rights under the contract.
- (iii) The Courts in Kolkata City (West Bengal) alone shall have jurisdiction in respect of any matter touching this contract.

#### **6.15 OTHER TERMS AND CONDITIONS**

- (i) The vendor should acquaint themselves with the prevailing local conditions, rules and regulations issued.
- (ii) No extra charges / increase in the rate shall be considered on any account, under any circumstances. The quoted amount shall cover for execution of the work as per the requirement of the Bank.
- (iii) In case, any permission/license or approval from any Local authorities or any other Govt. Authorities is necessary, it will be vendor's responsibility to obtain the same at his own cost.
- (iv) The vendor will attend all the meetings whenever called for by the Bank and the decisions taken in the meeting will be binding on the vendor.

- (v) Bank/SBIL will not be responsible for any loss to the vendor under any circumstances.
- (vi) It will be the vendor's responsibility to ensure that each obligation under this contract is duly performed and observed.
- (vii) The near relatives of employee or employees of the Bank are prohibited from participation in this tender. The vendor shall have to submit an undertaking to the effect that his/their no near relative or relatives is/are employee(s) of the Bank as per enclosed format (**Annexure-V**)

#### **6.16 STATUTORY AND OTHER REGULATIONS:**

The Contactor shall comply with all the statutory obligations of the Government of India / State Governments / Municipal Authorities and local authorities applicable and the SBI shall not be liable for any action under the statutes applicable due to non-fulfilment of statutory obligations by the Contract. The vendor shall fully comply with all the applicable laws, rules and regulations relating to Travel and Tour

#### **6.17 AGREEMENT ON STAMP PAPER:**

The vendor who qualifies for the tender and gets selected will have to enter into agreement on non-Judicial Stamp paper of requisite value, within 10 days from the date of the award of the contract and all the costs with respect to the same shall be borne by the vendor.

**APPLICATION FORM CUM UNDERTAKING**

**PROFILE**

1. Name of the Applicant/Firm/Company :

2. Address

i) Registered office :

ii) Branch office :

iii) Kolkata Office :

3. Name, Telephone Nos. including Mobile  
of contact person :

4. Constitution of the Firm/Company :

5. Year of Establishment :

6. Details of registration / licence no. :

| Sl. No. | Licence / Registration under the Act / Authority | Registration No. / Licence No. |
|---------|--------------------------------------------------|--------------------------------|
| 1       | PAN                                              |                                |
| 2       | GST                                              |                                |
| 3       | West Bengal Shops & Establishment Act            |                                |
| 4       | Professional Tax                                 |                                |
| 5       | Registration with Ministry of Tourism, if any    |                                |

7. Name of the Proprietor/ Partners / Directors :

8. Bio-data of Board of Directors/Key personnel  
of the Company, Details may be given  
in the enclosed format(Annexure-II) :

9. Amount of GST paid year-wise :  
during the last 3 financial years ending on  
31.03.2026

10. Name and value of major contracts executed  
during the last 3 years.  
Details may be given in the enclosed format (**Annexure 'III'**):

11. Latest Income Tax Clearance Certificate :  
to be enclosed

12. Particulars of participation in competitions  
and awards (if any received) :

13. Annual sales / turnover of last three years :  
(Rs. In Lac)

| Year*   | Sales / Turnover |
|---------|------------------|
| 2022-23 |                  |
| 2023-24 |                  |
| 2024-25 |                  |

\*2023-24,2024-25 ,2025-26 in case audited financials of 2025-26 are available.

14. Name & address of the Banker :

15. Details of facilities being enjoyed, if any :

16. Name & address of two referees :

| Name of the Referee | Address of the Referee | Contact Number |
|---------------------|------------------------|----------------|
|                     |                        |                |
|                     |                        |                |

**Note:**

1.Please enclose separate sheets for additional information, photographs, documents and **proof of information furnished above.**

2.Application without details as mentioned in tender documents or with insufficient details shall be liable for rejection as the sole discretion of SBIL. Decision of SBIL in this regard will be final and conclusive and will be binding on all the participants.

3.All pages of the application annexures, tender documents and schedules shall be **signed by the authorized person** of the firm and shall be duly stamped.

### **UNDERTAKING**

I/We hereby declare that the information provided above and elsewhere in this tender is true and the tender is liable for rejection if the same is found to be false or the information is found to be suppressed by me/ us. We further certify that we have gone through the tender document and we have fully understood the conditions herein. We hereby assure that we will comply with all the terms and conditions. We further certify that we are Kolkata based Company/Firm undertaking Tours and all statutory approvals/Licenses /Permits etc required for conducting Tours are available for verification

Signature of the applicant with seal :

Date :

Place :

Name & address of the Company / Firm :

## ANNEXURE-II

### **BIO-DATA OF THE PROPRIETOR/ PARTNERS/ DIRECTORS**

1. Name :
2. Association with the Company since :
3. Date of Birth :
4. Professional Qualifications :
5. Professional Experience :
6. Professional Affiliation :
7. Membership in any other Organisation :

Signature of the applicant  
with seal

Date:

Place: :  
(Please enclose testimonials in support)

### ANNEXURE-III

#### **PAST EXPERIENCE, ORDER VALUE WITH SUPPORTED DOCUMENTS**

**(Amount in Lac)**

| Number of Horticulture/ Gardening contracts executed in the past three years |  | Period of contract |    | Type of the job | Value of contract | No. of persons employed | Remarks, if any |
|------------------------------------------------------------------------------|--|--------------------|----|-----------------|-------------------|-------------------------|-----------------|
|                                                                              |  | From               | To |                 |                   |                         |                 |
|                                                                              |  |                    |    |                 |                   |                         |                 |
|                                                                              |  |                    |    |                 |                   |                         |                 |
|                                                                              |  |                    |    |                 |                   |                         |                 |
|                                                                              |  |                    |    |                 |                   |                         |                 |

(Please enclose testimonials in support)

(Additional sheets, if required may be attached)

Seal of the Company / Firm

Signature of the authorised signatory

Date: \_\_\_\_\_

Name & Designation

## ANNEXURE- IV

### **DETAILS OF CONTRACTS EXECUTED/ IN HAND**

(Please enclose testimonials in support)

(Amt in Lac)

| Number of contracts executed/ in hand | Period of contract |    | Type of Job | Value of contract (in Rs.) | No. of persons employed | Remarks, if any |
|---------------------------------------|--------------------|----|-------------|----------------------------|-------------------------|-----------------|
|                                       | From               | To |             |                            |                         |                 |
|                                       |                    |    |             |                            |                         |                 |
|                                       |                    |    |             |                            |                         |                 |
|                                       |                    |    |             |                            |                         |                 |
|                                       |                    |    |             |                            |                         |                 |

(Additional sheets, if required may be attached)

Seal of the Company / Firm

Signature of the authorised signatory

Date: \_\_\_\_\_

Name & Designation

**DECLARATION OF NEAR RELATIVES OF SBI EMPLOYEES**

I/We.....S/o/D/o.....

.....Residing at.....hereby certify that none

of our relatives(s) as defined in the Tender document is/are employed in SBI as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, SBI shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter- in-laws), daughter(s), husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law) etc.

Place :

Date:

**Signature with seal of the Firm/Company**

Name in Capital Letters:

Address:

**APPENDIX-A**

(i) Technical Scoring – As per the following Evaluation Sheet

| SI | Particulars                                                                                                                                                                                                                                                                                                                                           | Max Marks | Marks Criteria                                                                                                                                                                                                                                      |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Experience in Similar Horticulture/Gardening Work<br><br>[ Experience shall be reckoned from the date of commencement of the first relevant horticulture/ gardening/ landscape maintenance contract.]                                                                                                                                                 | 20        | 3 to 5 years' experience= 10<br>More than 5 years and up to 8 years' Experience= 15<br>More than 8 years' Experience= 20                                                                                                                            |
| 2. | Experience in providing horticulture/gardening services at large institutional/ corporate campuses, Banks, PSUs, Government establishments, educational institutions, hotels, hospitals or similar establishments.<br><br>[ Documentary evidence in the form of work orders and satisfactory performance/completion certificates shall be submitted.] | 15        | 1–2 similar contracts = 5<br>3–4 similar contracts =10<br>5 or more similar contracts =15                                                                                                                                                           |
| 3. | Cumulative value of similar works successfully completed / executed during the last five years<br><br>[ The value shall be established through work orders supported by completion/performance certificates.]                                                                                                                                         | 15        | Above the minimum eligibility requirement and up to 2 times= 5<br>More than 2 times and up to 4 times = 10<br>More than 4 times =15<br><br><b>Estimated Cost of the project: Rs.18.5 Lac/p.a</b>                                                    |
| 4. | Proposed Manpower & Supervisory Arrangement<br><br>[ The bidder shall clearly indicate the number of personnel proposed to be deployed, their experience and the proposed duty arrangement.]                                                                                                                                                          | 15        | The bidder shall submit a detailed manpower deployment plan for SBIL.<br><br>Adequacy and skill level of proposed gardeners/workers= 5<br>Experience and competence of proposed Supervisor= 5<br>Leave replacement and manpower backup mechanism= 3 |

|    |                                                                                                                                                                                                                                                                                                                                                                                          |    |                                                                                                                                                                     |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                                                                                                                                                                                                                                                                                                          |    | Supervision and monitoring mechanism= 2                                                                                                                             |
| 5. | Technical Methodology & Work Plan (#)                                                                                                                                                                                                                                                                                                                                                    | 15 | Comprehensive and technically sound methodology =15<br>Adequate methodology with minor gaps =10<br>Basic methodology =5<br>Inadequate/unsatisfactory methodology= 0 |
| 6. | 6. Tools, Machinery & Equipment<br><br>[ The bidder shall submit details of equipment proposed to be deployed at SBIL, including, as applicable :<br><br>Lawn mower / Brush cutter / Hedge trimmer/ Power/hand-operated pruning equipment/ Sprayer / Watering / irrigation equipment / Wheelbarrow/ Garden tools/ Leaf blower/ Other horticultural equipment considered necessary ] (\$) | 10 | Comprehensive availability with adequate backup arrangements = 10<br>Adequate availability = 7<br>Limited availability = 4<br>Inadequate = 0                        |
| 7. | Quality, Safety & Environmental Practices<br><br>[ Safe handling and application of fertilisers/pesticides, Use of appropriate PPE by workers, Environment-friendly horticultural practices, Proper disposal of horticultural waste, Water conservation, Prevention of damage to Bank/SBIL property , Measures for maintaining cleanliness during gardening operations ]                 | 5  | Excellent =5<br>Good = 4<br>Satisfactory = 3<br>Poor= 1–2<br>Unsatisfactory = 0                                                                                     |
| 8. | Statutory Compliance & Organisational Capability                                                                                                                                                                                                                                                                                                                                         | 5  | Strong statutory compliance and organised administrative mechanism = 5<br>Adequate compliance= 3<br>Basic compliance= 2<br>Unsatisfactory= 0                        |

(#) The bidder shall submit a detailed methodology covering, inter alia, Lawn maintenance, Flower beds and seasonal plantation, Pruning and trimming of trees, shrubs and hedges, Weeding and soil conditioning, Application of manure/fertiliser, Pest and disease control, Irrigation and water

management ,Maintenance of potted/indoor plants wherever applicable, Removal of dry leaves and horticultural waste, Seasonal maintenance programme, Emergency/complaint-based maintenance, upkeep of the campus landscape assessment

(\$) The bidder may be required to produce ownership documents, purchase invoices, lease/hire documents or other evidence of availability.

#### (b) Summary of Technical Evaluation

##### Minimum Qualifying Marks:

The bidder shall be required to obtain a minimum of 60 marks out of 100 in the Technical Evaluation to qualify for further consideration. **The total score will be normalized to a score of 70.** However, merely obtaining the minimum qualifying marks shall not confer any right upon the bidder for award of the contract.

The Bank/SBIL reserves the right to verify the documents, credentials, work orders, completion/performance certificates, manpower and equipment submitted by the bidder. In case any information furnished by the bidder is found to be false, incorrect or misleading, the bid may be rejected and appropriate action may be taken as per the terms and conditions of the tender.

#### **Important Note**

The bidder shall submit documentary evidence against each claim made for technical evaluation. Marks shall not be awarded merely on the basis of self-certification/claims without supporting documents. Where a work is ongoing, the bidder shall submit the work order/agreement along with a certificate from the client indicating satisfactory performance and the value of work executed, wherever applicable.

SBIL may, at its discretion, contact the existing/previous clients of the bidder for verification of credentials and performance.

## **APPENDIX-B**

### **FINANCIAL BID**

| Sl. No. | Name of the Bidder | Amount quoted (₹) | Remarks, if any |
|---------|--------------------|-------------------|-----------------|
|         |                    |                   |                 |

(Rupees \_\_\_\_\_)

Highest score in Financial Bid will be 30. The lowest bidder (L-1) will be awarded a score of 30. Score of other bidders will be proportionately reduced by the percentage by which their financial bids will exceed the lowest (L-1) bid.

**Example-** Amount quoted by L1 bidder (say) : ₹ 100  
Amount quoted by L2 bidder (say) : ₹115

In this case being L1 bidder the score will be 30 marks  
Whereas L2 bidder has quoted more by 15%, hence his score will be reduced by 15% that is L2 will have a score of 25.50

Date:

Place:

Signature and seal of the Tenderer

**\* The Base price for this Tender is Rs. 19.00 lacs and any vendor quoting below this rate in the financial bid will be treated as disqualified from the Tendering process.**

**BANK GUARANTEE**

**The Director,  
State Bank Institute of Leadership,  
Ashoka Bhawan (Admin Block),  
Plot No. II F/2, Street No. 329,  
Newtown Action Area III, Rajarhat,  
Kolkata 700 160**

(Hereinafter referred to as "State Bank Institute of Leadership, Kolkata/you")

Whereas consequent to your Request For Tender dated \_\_\_\_\_ you have awarded the contract vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ to M/s \_\_\_\_\_ having its Corporate Office at \_\_\_\_\_ (hereinafter referred to as "the Vendor") to \_\_\_\_\_. Whereas as per the payment terms of the said TENDER the Vendor has to submit a Performance Bank Guarantee from any scheduled commercial Bank, other than SBI and its Associate Bank in favour of you.

And whereas, we, \_\_\_\_\_ Bank, having our branch office at \_\_\_\_\_

\_\_\_\_\_ (hereinafter referred to as "the Guarantor") on the request of the Vendor hereby expressly and unreservedly undertaken and Guarantee to pay to you, a sum not exceeding Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only), in the event of any breach by the Vendor of the obligations under the contract, or reasons attributable to the Vendor on account of the same. This Guarantee shall be limited to an amount not exceeding Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only). You may raise a demand on us in writing stating the amount claimed under the Guarantee and on receipt of your claim in writing, without any demur, protest or contest and without any reference to the Vendor, we the Guarantor shall make the payment under this Guarantee to State Bank Institute of Leadership, Kolkata within 24 hours of receipt of written claim / demand.

We the Guarantor, further confirm that a mere letter from the State Bank Institute of Leadership, Kolkata, that there has been a breach by the Vendor of its obligations or there are sufficient reasons for invoking this Guarantee, shall without any other or further proof be final conclusive and binding on the Guarantor.

We shall not be discharged or released from this undertaking and the Guarantee by any arrangement, variation, violation between you and the Vendor, indulgence to Vendor by you with or without our consent or knowledge and this Guarantee shall be in addition to any other Guarantee or security you possess against the Vendor.

This Guarantee shall be a continuing Guarantee and shall not be discharged by any change in the constitution of the Bank, Guarantor or the Vendor. It is further guaranteed that the

payment under this Guarantee shall be made by us on receipt of your written demand as aforesaid making reference to this Guarantee.

Notwithstanding anything contained herein above, our liability under this Guarantee is restricted to Rs \_\_\_\_\_/- (Rupees \_\_\_\_\_ only).

This Guarantee shall remain in full force and effect for a period of \_\_\_\_\_ months up to \_\_\_\_\_ unless a claim under this Guarantee is made against us within one month from that date i.e. on or before \_\_\_\_\_, all your rights under this Guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

Thereafter, our Guarantee shall be considered as null and void whether returned to ourselves or not.

Date:

For \_\_\_\_\_  
(Branch and Bank)

Place:

**APPENDIX-D**

**FINAL SCORING SHEET**

| <b>Name of the Firm/Company</b> | <b>Score as per Technical Evaluation Sheet as per APPENDIX-A (Maximum Marks -70)<br/>(i)</b> | <b>Score in Financial Bid as per APPENDIX-B ( Maximum Marks-30)<br/>(ii)</b> | <b>Total 100 (Maximum Marks)<br/>(i+ii)</b> |
|---------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------|
|                                 |                                                                                              |                                                                              |                                             |
|                                 |                                                                                              |                                                                              |                                             |

**Note: Qualifying marks in Technical Evaluation to be eligible for opening of the Financial Bid is 60/100. However, if any bidder secures the qualifying marks but found not eligible in any of the eligible criteria ( As per main Point No.3) will be disqualified in the Technical Bid.**